



# **TRANSIT BENEFIT PROGRAM**

## **Applicant Guide**

Last Updated 4/2020

## **Apply for the Transit Subsidy Benefit Program in three easy steps:**

- 1) Complete Transit Benefit Integrity Awareness Training
- 2) Use your United States Department of Housing and Urban Development federal email address to create a Username at the TRANServe website
- 3) Submit the Transit Benefit Program expense worksheet and application

1.) Use your official HUD email address to create a Username on the

**[TRANServe Electronic Transit Benefit Application](#)**

The screenshot shows a web form titled "LOG IN" in a light blue header. Below the header, there are two input fields: "\*User Name:" and "\*Password:". To the right of the password field is a blue link labeled "Forgot Password?". Below these fields is a grey button labeled "Log In". At the bottom of the form, there is a section titled "NOT REGISTERED YET?" followed by a grey button labeled "Register". A red arrow points to the "Register" button.

- ◆ Log on to: <https://transitapp.ost.dot.gov>
- ◆ If this is your first time in this system - click the "Register" button

**REMEMBER – YOU ONLY NEED TO REGISTER THE FIRST TIME YOU USE THE SYSTEM**

The screenshot shows a web form titled "ACCOUNT INFORMATION". It contains the following fields and controls:

- \*User Name: A text input field containing "Government Email Address". A red arrow points to this field.
- \*First Name: An empty text input field.
- Middle Name: An empty text input field.
- \*Last Name: An empty text input field.
- \*Agency/Mode: A drop-down menu. A red arrow points to this field.
- Phone Number: An empty text input field.
- At the bottom, there are three buttons: "Register", "Cancel", and "Reset". A red arrow points to the "Register" button.

- ◆ Complete the registration form
- ◆ Always use your government email address as your User Name
- ◆ Select “**HUD REGION III**” from the Agency/Mode drop-down box
- ◆ Click “Register”

**NOTE: A temporary password will be emailed to you. (Please check Spam and or Clutter folders) When you receive your temporary password, please follow these Instructions:**

LOG IN	
*User Name:	<input type="text" value="Government Email"/>
*Password:	<input type="password" value="....."/>
	<a href="#">Forgot Password?</a>
	<input type="button" value="Log In"/>
NOT REGISTERED YET? <input type="button" value="Register"/>	

- Type in your User Name and Temporary Password
- Click “**Log In**”

CHANGE PASSWORD

\*Current Password:

Show Hint

\*Create New Password:

\*Reenter New Password:

\*Create a Hint:

My DC Address

A hint is a meaningful personal association to help you remember your password. This is optional, but highly recommended.

Submit

- ◆ Complete the Change Password form
- ◆ Click “Submit”
  - “Password Changed!” will be displayed
- ◆ Click “Home” on the blue task bar to continue



**To apply, withdraw, request information or change existing information select:**



**To update account information (Name, Username, Phone number, Email Address etc.) Select:**



## Complete the Transit Benefit Application

Select: “Certify/Enroll”

SELECT AN ACTION TO CONTINUE	
Employer: Consumer Product Safety Commission	
Please make a selection	
<input type="radio"/>	Request Information <a href="#">?</a>
<input checked="" type="radio"/>	Certify/Enroll <a href="#">?</a>
<div>Continue</div>	

◆ Click “Continue”



◆ **Read the terms and conditions of the Transit Benefit Program:**

**WARNING !**

This certification concerns a matter within the jurisdiction of an agency of the United States. Making a false, fictitious, or fraudulent certification may constitute criminal violations punishable under Title 18, United States Code, Section 1001, by imprisonment up to five years and fines up to \$10,000 for each offense, and/or agency disciplinary actions up to and including dismissal.

- I certify that I am employed by the U.S. Federal Government.
- I certify that I am not named on a federally subsidized parking permit with any other federal agency.
- I certify that I am eligible for a public transportation fare benefit, will use it for my daily commute to and from work by public transit or vanpool, and will not give, sell, or transfer it to anyone else.
- I certify that in any given month, I will not use the Government-provided transit benefit in excess of the statutory limit. If my commuting costs per month on public transit exceed the month statutory limit, then I will supplement those additional costs with my own funds rather than use a Government-provided transit benefit designated for use in a future month.
- I certify that I will not claim the transit benefit in excess of my actual monthly commuting expense. If at anytime during a given month I am out of work due to sickness, vacation or any other reason, on official travel, or use a private vehicle for commuting, I will claim less and adjust the amount of my transit benefit the following month if appropriate.
- I certify that my parking fees are not included in the computation of the daily, weekly or monthly commuting costs for my transit benefit.

◆ **Click “I Agree” to proceed to the application**

◆ **YOU MUST AGREE TO THE TERMS AND CONDITIONS OF THE TRANSIT BENEFIT PROGRAM TO PROCEED WITH THE APPLICATION.**

**Follow these Steps to Submit the Transit Benefit worksheet and application.** You will find screenshot examples on **page 12-14**. If you need further assistance, please reach out to your transit benefit point of contact.

1) **Complete the Transit Benefit Program Application** (at any point, click  for additional information)

- 1) Enter your “H” ID number
- 2) **Work Phone:** Enter your Work Phone
- 3) **Common Identifier:** Enter your “H” ID number
- 4) **Agency/Mode:** Auto-fills to Department of Housing and Urban Development
- 5) **Office Locality:** Pittsburgh Office
- 6) **Program Office:** Enter: Use the drop down to select your Program Office
- 7) **Accounting code:** leave blank
- 8) **Routing symbol:** leave blank
- 9) **Location/Building:** leave blank
- 10) **Automatically populates from above**
- 11) **Work Address:** 1000 Liberty Avenue Suite 1000 Pittsburgh PA 15222
- 12) **Work City:** Pittsburgh
- 13) **Work State:** PA
- 14) **Work ZIP:** 15222
- 15) **Residence Information:** The full address from which you commute via mass transit

**Supervisor** – Select Director of your program office

**Point of Contact-** Your local office point of contact (See page 15)

**Office of Administration Approver-** Select Antoinette Perry Banks

**Manager Phone:** Enter the best number with which to reach your Director

**SmarTrip® card number** – Enter “NA”

**Comment for Agency Approvers:** Enter the number of days you telework/ AWS per pay period

Click “Continue” to submit your application for approval

**You will be notified by email when your application is forwarded to the next step.**

**You can also check status any time by logging into the Electronic Transit Benefit Application System.**

## TRANSIT BENEFIT APPLICATION WORKSHEET

All Transit Benefit Program Applicants are required to certify the **"Total Monthly Expense"** of their Home to Work Mass Transit Commute.

**Parking fees are not eligible for the transit benefit and must not be included in "Total Monthly Expense".**

Instructions: To calculate your **"Total Monthly Expense"**

- a. Select your transportation method(s)
- b. Enter the following information in the "To Work" and "From Work" row(s) of each transportation method:
  - i. Name of Company for your method of transportation (Metro, BART, Subway)
  - ii. Daily or Monthly Expense
  - iii. Number of days you routinely work in a month
- c. If you purchase a Monthly pass, divide the price of the pass by 2, and enter the information in the Monthly Expense column.
- d. The Total Monthly Expense value automatically populates

\*Reason for Certification: Annual Certification/Recertification ▼

\*Select your transportation methods:

☒ Bus ☐ Rail ☐ Other Method ☐ Vanpool

\*Civilian/Military: Civilian ▼ Work Status: Full Time ▼

**If you work 8-hour days, enter 22 in the Days per Month column**  
**If you work 9-hours days enter 20 in the Days per Month column**  
**If you work 10-hour days enter 18 in the Days per Month column**  
 If you telecommute please use the equation below to calculate the amount of Days per Month you should be using.  
 Take the number of days you work from home a pay period. Multiply that number by 2. Subtract that number from 22.  
**22 workdays per month - (number of days you work from home a pay period X 2) = Days per month column**

Method of Transportation		Daily Expense	Days per Month	Monthly Expense
Bus to Work	Name of Company <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Bus from Work	Name of Company <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Other Bus to Work	Name of Company <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Other Bus from Work	Name of Company <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Every Transit Benefit Program Participant is responsible to adjust the amount of their transit benefit each month to reflect the actual cost of their home to work commute.		Total Monthly Expense: <input type="text" value="0.00"/>		

Please note that you can select two different service providers if you use two different methods or transit authorities to get to and from work

TRANSIT BENEFIT PROGRAM APPLICATION	
*H ID #:	<input type="text"/>
Name:	<div> <div>WHITELOCK</div> <div>PAMELA</div> <div>(Last)</div> <div>(First)</div> </div>
Email Address:	pamela.whitelock@hud.gov
*Work Phone:	<input type="text" value="412-644-2799"/>
*Common Identifier:	<input type="text"/>
HUD REGION III	
*Select Your Agency/Mode:	<div> <div>HUD REGION III</div> <div>▼</div> </div>
*Office Locality:	<input type="text"/>
*Program Office:	<input type="text"/>
Accounting Code:	<input type="text"/> <a href="#">Select...</a>
Routing Symbol:	<input type="text"/> <a href="#">Select...</a>
Location/Building:	<input type="text"/> <a href="#">Select...</a>
I certify that my usual <b>monthly Transit commuting costs</b> are: <input type="text"/>	
WORK INFORMATION	
*Work Address:	<input type="text"/>
*Work City:	<input type="text"/>
*Work State:	<input type="text"/>
*Work Zip:	<input type="text"/>
RESIDENCE INFORMATION	
*Address:	<input type="text"/>
Address 2:	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text"/>
*Zip:	<input type="text"/>
*Supervisor:	<input type="text"/> <a href="#">Select...</a>
*Point of Contact:	<input type="text"/> <a href="#">Select...</a>
*Office of Administration:	<input type="text"/> <a href="#">Select...</a>
Manager Phone:	<input type="text"/>
*SmartTrip Card Number:	<input type="text"/>
Comment for Agency Approvers:	<div><div></div><div>^</div><div>v</div></div>
<div>Continue... Cancel</div>	

# **The HUD Transit Benefit Program Coordinator is always here to assist you**

**Please email questions to:**

**Baltimore- [Lisa.C.Rosier@hud.gov](mailto:Lisa.C.Rosier@hud.gov)**  
**Philadelphia- [Alice.F.Jones@hud.gov](mailto:Alice.F.Jones@hud.gov)**  
**Pittsburgh- [Pamela.Whitelock@hud.gov](mailto:Pamela.Whitelock@hud.gov)**  
**Richmond- [Tracey.Dunn@hud.gov](mailto:Tracey.Dunn@hud.gov)**